1. SOP For on boarding process.
2. **Maximum 3 days levees can be apply if no leave balance available then Leaves cannot applied. Only max 3 days leave can be allowed**
3. **Only 1 leave allow on month.**
4. **ON RFC tab. OLD attendance should show by default. After date selection. ok**
5. No Remarks will be taken from Branches at the time on closing. Not required
6. **RFC will be allowed within week time. ok**
7. **If absent for 3 days then show cause notice need to circulate. Done**
8. Week off will count as present. NR
9. Notice period for ISD will be 7 days and RSO will be 15 days. NR
10. Notice recovery for absconded case days. NR
11. **Target category wise- inverter,Noninvert,WAC,APU. DONE**
12. Incentive applicable for AC and APU. NR
13. **FOR Catalogue- Daikin website link to be attached. ok**
14. **Dashboard for competition tracking. Need to think**
15. **No on boarding without target. Done**
16. **Minimum 10 days working required for incentive eligibility**
17. **RFC/Leave mail to be sent to ASM/TL with portal link. Ok**